

TOWN OF DEDHAM, MA
TOWN ACCOUNTANT

The Town of Dedham (population 24,729) with a total operating budget of approximately \$100 million seeks qualified candidates for the position of Town Accountant. This position, which reports to the Director of Finance, is responsible for overseeing the proper accounting of all funds received and disbursed by the Town, including verifying the correct reporting of all revenues, validation of expenditures and assuring funds availability to meet obligations including payroll, accounts payable and debt payments. Responsible for the day to day operations of the accounting department and reconciliation of all warrants for payments and check registers prior to the release of checks; oversees and verifies the implementation of collective bargaining agreements relative to monetary terms including the verification of payroll rates, calculation of rate increases, retroactively where applicable. Prepares financial reports for the annual audit, Department of Revenue and Department of Elementary and Secondary Education. Maintains town-wide Fixed Assets and Depreciation Schedules and acts as computer applications specialist for the financial management system. Conducts internal audits as required. Is knowledgeable of GASB (Government Accounting Standards Board) requirements and Massachusetts General Laws relating to Municipal Finance and Budgeting. Oversees the collection, compilation and manipulation of data, records and files for efficient response to all regulatory requirements. Manages and/or delegates the daily office functions, planning, and coordinating work operations to meet schedules deadlines and priorities and altering these activities to meet changes in workload or availability of staff. Bachelor's Degree in Accounting required. Massachusetts Certified Governmental Accountant status is required within three years. Experience in public administration or related field; experience in municipal finance and dealing with the public strongly preferred. Able and eligible to be bonded. A complete job description is available upon request. ***Salary range is \$48,419 to \$59,534 with excellent fringe benefits.***

Please send resume, letter of interest and names of three (3) professional references to Director of Finance, Town of Dedham, Town Office Building, and 26 Bryant Street, Dedham, MA 02027 no later than **August 17, 2012**, or by e-mail to **mmurphy@dedham-ma.gov**.

The Town of Dedham is an Affirmative Action/Equal Opportunity Employer.